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§ 23-1. Creation of office.

- The office of Township Manager be and the same is hereby created by the Township of Lower Paxton.

§ 23-2. Appointment and removal.

- As soon as practicable after the passage of this chapter, the Board of Supervisors of Lower Paxton Township shall elect by vote of a majority of its members one person, either male or female, to fill said office, which person shall serve as Manager until the first Monday of January next and thereafter until his successor is elected and qualifies. The office shall be filled annually. In the case of a vacancy in the position of Manager, the Board of Supervisors shall by a vote of the majority of all the members of said Board fill said office for the unexpired term. The Manager so appointed may be removed by a majority vote of all of the members of the Board of Supervisors for just cause at any time.

§ 23-3. Qualifications.

- The Manager shall be chosen solely on the basis of his executive and administrative abilities, with special reference to his actual experience in or his knowledge of accepted practices in respect to the duties of his office as herein outlined. The Manager need not be a resident of the Township of Lower Paxton nor of the Commonwealth of Pennsylvania at the time of his appointment, but as soon as possible thereafter he shall become and during his tenure shall remain a resident of Lower Paxton Township.

§ 23-4. Bond.

- Before entering upon his duties, the Manager shall give a bond to Lower Paxton Township with a bonding company as surety, said bond to be approved by the Board of Supervisors and to be in the amount specified by the auditors of Lower Paxton Township. The premium for said bond shall be paid by Lower Paxton Township.

§ 23-5. Compensation.

- The salary of the Township Manager shall be fixed by the Board of Supervisors.

§ 23-6. Powers and duties.

- **A.** The Manager shall be the chief administrative officer of the township and he shall be responsible to the Board of Supervisors as a whole for the proper and efficient administration of the affairs of the township. His powers and duties shall relate to the general management of all township business not expressly by statute, or otherwise by law, imposed or conferred upon the Board of Supervisors.
- **B.** Said powers and duties, subject to recall, of the Township Manager shall include the following:
 1. He shall supervise and be responsible for the activities of all municipal departments.
 2. He shall have the authority to hire employees for all vacancies under his supervision. When just cause exists, the Manager shall also have the power to suspend or discharge township employees. Within 24 hours following any suspension or discharge, the Manager shall notify the Chairman of the Board of Supervisors by telephone of the action taken and shall also send all Board members written notice of the suspension or discharge. [Amended 12-17-1973 by Ord. No. 73-27; 10-25-1976 by Ord. No. 76-22; 5-14-1979 by Ord. No. 79-05]
 3. He shall prepare and submit to the Board of Supervisors before the close of the fiscal year, or on such alternate date as the Board of Supervisors shall determine, a budget for the next fiscal year and an explanatory budget message. In preparing the budget the Manager, or an officer or employee designated by him, shall obtain from the head of each department, agency, board or officer of the township estimates of revenues and expenditures and other supporting data as he requires and requests. The Manager shall review such estimates and may revise them before submitting the budget to the Board of Supervisors.
 4. He shall be responsible for the administration of the budget after its adoption by the Board of Supervisors.
 5. He shall hold such other municipal offices as the Board of Supervisors may from time to time direct. [Amended 10-8-1970 by Ord. No. 70-06]
 6. He shall attend all meetings of the Board of Supervisors with the right to take part in discussion, and he shall receive notice of all such meetings. [Amended 12-17-1973 by Ord. No. 73-27]
 7. He shall prepare the agenda for each meeting of the Board of Supervisors and supply facts pertinent thereto.
 8. He shall keep the Board of Supervisors informed as to the conduct of township affairs; submit periodic reports on the condition of the

township finances and such other reports as the Board of Supervisors may from time to time request; and shall make such recommendations to the Board of Supervisors as he deems expedient and necessary.

9. He shall submit to the Board of Supervisors, as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the township for the preceding year.
 10. He shall see that the provisions of all franchises, leases, permits and privileges granted by Lower Paxton Township are observed.
 11. He may employ, by and with the approval of the Board of Supervisors, experts and consultants to perform work and to advise him in connection with any of the functions of the township.
 12. He shall attend to the letting of contracts, with prior approval of the Board of Supervisors, in due form of law, and he shall supervise the performance and faithful execution of the same.
 13. He shall see that all money owed to the township is promptly paid or that proper proceedings are taken for the security and collection of all township claims, when not paid.
 14. He shall be the purchasing officer of the township and he shall purchase, in accordance with law, all supplies and equipment for the various agencies, boards, departments and other offices of the township. He shall keep an account of all purchases and shall, from time to time as directed by the Board of Supervisors, make a full written report thereof. He shall also issue rules and regulations subject to the approval of the Board of Supervisors governing the requisition and purchase of all municipal supplies and equipment. Notwithstanding anything herein contained to the contrary, the Township Manager shall not have the power and authority to make purchases or to enter into contracts where, according to law, advertising is required, except with the prior approval of the Board of Supervisors.
 15. All complaints regarding services or personnel of the township shall be referred to the Manager. He, or an officer or employee designated by him, shall investigate and resolve such complaints where possible, and the Manager shall report thereon to the Board of Supervisors at its next meeting.
 16. Except for the purpose of inquiry, the Township Supervisors, commissions and boards and its members shall deal with the administrative service solely through the Township Manager or Assistant Township Manager, and neither the Supervisors, except when acting as a Board or as a duly authorized delegate of the Board, rather than as individuals, nor any of its commissions, boards or committees nor any of its individual members shall give orders publicly or privately to any subordinate of the Manager.
- [Added 12-17-1973 by Ord. No. 73-27]

17. The Township Manager is hereby authorized to declare a local disaster emergency upon finding that a disaster has occurred or is imminent in accordance with the provisions of Section 7501(b) of Act 323 of 1978. EN Within 24 hours following any declaration of disaster emergency, the Manager shall notify the Chairman of the Board of Supervisors by telephone of the action taken and shall also send all Board members written notice of the action taken.
[Added 5-14-1979 by Ord. No. 79-05]